

JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
CASHIER

1. JOB TITLE: CASHIER

- 2. DEFINITION:** The Cashier receives payments and gives receipts for payment of bills and fees. The job requires a considerable amount of counting money, processing checks, taps, vouchers and making change. These tasks are performed according to established and well-defined procedures. The employee must possess the personal disposition and psychological qualities generally required of people who work well with the public. This employee is under the direct supervision of the Customer Service Manager. All employees are responsible to the Director and the City Manager. This position is classified as non-exempt for purposes of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as non-Safety Sensitive; the employee is subject to post accident, reasonable suspicion, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION:

- a. Must be capable of operating a personal computer, electronic cash register, validator, typewriter, 10 key calculator, multi-line telephone system, facsimile, miscellaneous office equipment and accessories customarily used in an office environment.
- b. The job location is in the Administration Offices of the Water and Sewer Department. All City buildings and vehicles are smoke-free.

4. ESSENTIAL FUNCTIONS:

- a. Receives, enters on keyboard, and tabulates payments from customers over the counter, at drive-in window, in depository, or by mail.
- b. Balances cash drawer, prepares Daily Cash and Deposit Reports daily.
- c. Receipts of funds and makes correct change.
- d. Stands, stoops and walks intermittently and maintains a seated position for extended periods of time.
- e. Types light correspondence, envelopes, forms, returned check letters, and keys information into the computer.
- f. Receives and enters customer account adjustments.
- g. Delivers payment notification and documents to field representatives.

5. EXAMPLES OF OTHER WORK TO BE PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 21 years of age.
- b. Must possess a High School diploma or equivalent.
- c. Must have legal authorization to work in the United States.
- d. Not been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or City ordinances relating to force, violence, theft, dishonesty, gambling or controlled substances.
- e. Ability to type 35 words per minute preferred.
- f. Possess a good reputation for and the ability to maintain confidentiality.
- g. Must to able to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- h. Ability to report for work on time and perform the duties of the position for an entire workday, 5 days a week and to perform occasional overtime.
- i. Physical and mental ability to work independently.
- j. Possess even temperament, good judgment and excellent human relation skills with the ability to communicate effectively with coworkers, management and the public, some of whom at times may be irate and unreasonable.
- k. Knowledge of and the ability to accurately count money and make change.
- l. Ability to accurately perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- m. Must maintain a neat, clean and acceptable personal appearance.
- n. Ability to concentrate and accomplish tasks despite interruptions.
- o. Ability to perform a variety of tasks simultaneously or in rapid succession.

Non-Exempt

Non-Safety Sensitive

May 16, 2006